

GENERAL SERVICES ADMINISTRATION

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The internet address for *GSA Advantage!* is: <https://www.gsaadvantage.gov>.

GSA Schedule **738X Human Resources (HR) & EEO Services**

SIN **595-27** **Pre-Employment Background Investigations**

Business Size: *Small Business*

Contract Number: **GS-02F-094BA**

Contract Period of Performance: **March 25, 2014- March 24, 2019**



Contract Administrator: **Regan Starkey (rstarkey@informationdiscovery.net)**

Phone: 817-551-3898, **Fax:** 817-551-3884





Table of Contents:

Introduction	page 3
Field Service Qualifications	page 3
Services Offered	page 4
Background Investigations & Screening Solutions.....	page 4
Site Visits.....	page 4
Investigative Services & Support by the hour.....	page 5
Services Descriptions	page 5
Site Visits	page 5
Personal Testimonies	page 5
Applicant/Subject Interview.....	page 5
Employment Verification-Personal.....	page 6
Employment Verification- Telephonic.....	page 6
Character Reference- Telephonic.....	page 6
Neighborhood Check- Personal	page 7
Record Testimonies.....	page 7
County Criminal History Checks.....	page 7
Credit Report.....	page 7
Education Record.....	page 8
Bankruptcy Record.....	page 8
Commercial Pre-Screen Package	page 8



IDS
Information
Discovery
Services

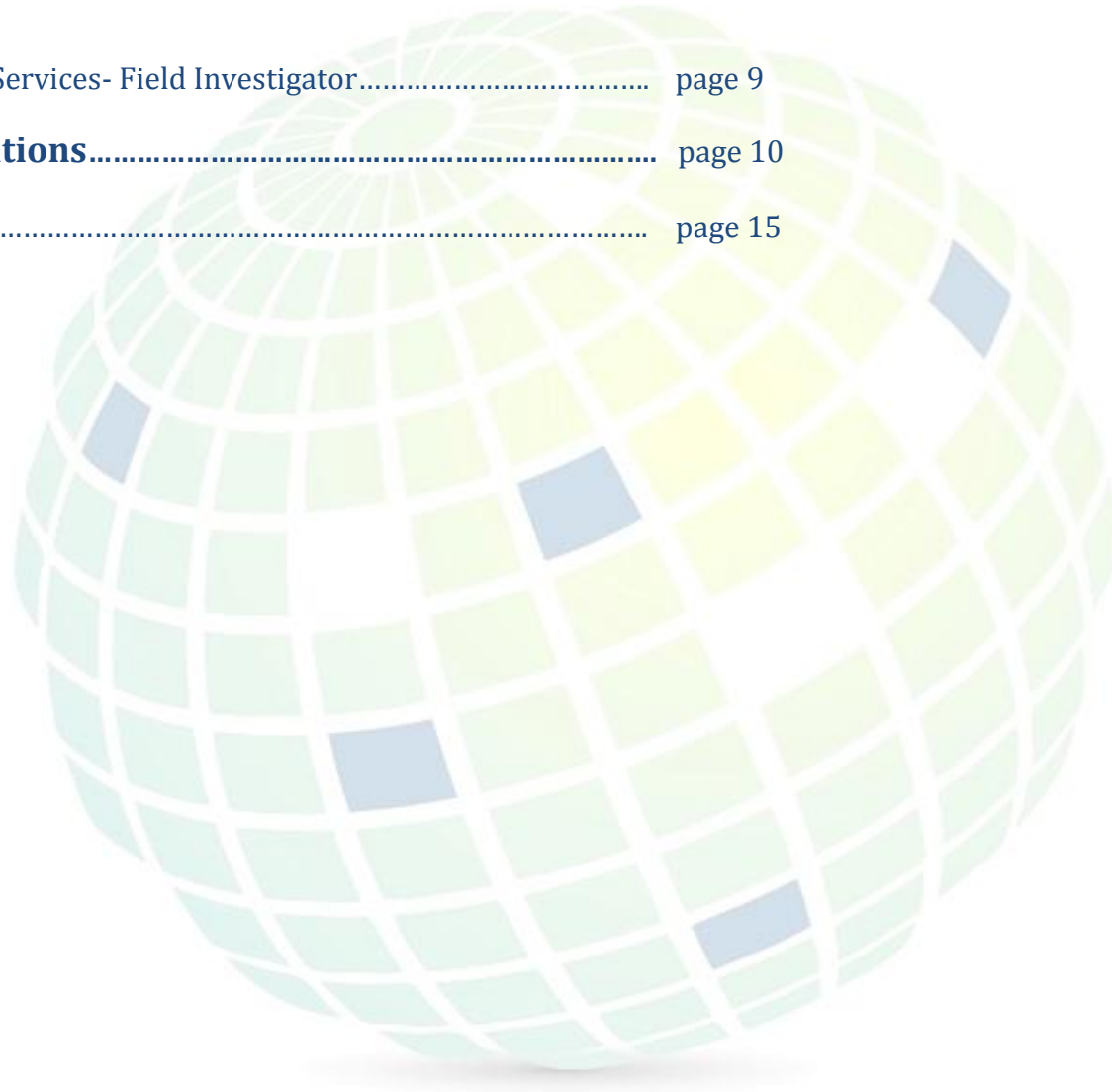
“Your Partner in Risk Mitigation.”

Labor Catagories

Investigative Services- Field Investigator..... page 9

Terms and Conditions..... page 10

GSA Price List..... page 15





IDS
Information
Discovery
Services

“Your Partner in Risk Mitigation.”

Introduction

IDS is a full-service investigations firm focused on achieving customer satisfaction by delivering high quality and timely reports of investigation and inspection. Our nationwide team of credentialed, licensed and federally cleared investigators offers our clients in person coverage across the United States and territories. With an average of twenty years prior investigative experience, our field team is comprised of former federal, state, and local law enforcement officials who offer agencies the experience and subject matter expertise for a variety of investigative services.

Field Service Qualifications

- Nationwide investigative staff
- Ability to quickly cross-train staff to accommodate new client requirements
- Program Manager with over 10 years' experience managing investigations contracts
- Three years corporate past performance conducting investigations and site inspections
- Ability to expand service offerings as needed to include social media monitoring and fingerprint collection



IDS
Information
Discovery
Services

“Your Partner in Risk Mitigation.”

Services offered:

Background Investigations & Screening Solutions

Our nationwide team of highly trained and federally cleared investigators support national security clearance adjudications and public trust hiring and suitability decisions for federal and municipal government agencies and commercial hiring decisions. Investigations include:

- In-person interviews with applicants/subjects, references, neighbors, employers, medical professionals and other persons with information pertinent to the investigation.
- Document and records review to collect data on the applicant's financial stability, criminal history, mental health, civil court actions and other areas relevant to the investigation.
- In-depth and comprehensive reports of investigation delivered electronically via our proprietary, secure case management system (CAAS™).

Site Visits

IDS conducts unannounced site visits nationwide on behalf of law enforcement agencies; aimed to validate an applicant/subject's residence listed on their application and provide observations as to the condition of the structure and surrounding areas. This involves:

- Interviews with occupants and neighbors
- Time stamped photographs of the structure and area
- Report includes summary of findings and observations



IDS
Information
Discovery
Services

"Your Partner in Risk Mitigation."

Investigative Services and Support by the hour

Provides investigative services and support; performs security and suitability background investigations and re-investigations, pre-employment screening, and administrative on site verification and validation of applicant/subject provided information.

Service Descriptions

Site Visit

IDS will conduct an on-site visit to the applicant/subject's current residence, or location of client's choice. Observations regarding the exterior condition of the home or alternate structure and surrounding property will be obtained and reported. Additional information may be obtained per client request.

Personal Testimonies

In-Person interviews of applicant/subject provided or developed references and sources confirming subject provided information. Interviews are comprehensive; any listed or developed derogatory information/issues are fully resolved and reported. Pricing applicable for any in-person interview

Subject/Applicant Interview

An in-person interview of the subject of the investigation/applicant which will attempt to resolve any potentially derogatory information and will elicit any additions, deletions or corrections to forms submitted by the Subject. The interview will utilize



IDS
Information
Discovery
Services

"Your Partner in Risk Mitigation."

a standard set of questions. Post-Investigative and/or additional interviews aimed to clarify information developed during the course of the investigation can be conducted for an additional price.

Employment Verification-Personal

Provider investigative staff will verify employment history by personal and record coverage. Personal interviews involve conducting an in-depth, personal interview with the Applicant/Subject's co-workers and/or employers. Provider will review the personnel records of all employments to obtain record information pertaining to the Applicant/Subject's dates of employment, position held, eligibility for rehire and reason for leaving. Personal interviews will also address information pertaining to the Applicant/Subject's job related responsibilities, performance, technical qualifications, etc.

Employment Verification- Telephonic

Provider investigative staff will verify employment history either by personal and record or record only coverage. Telephonic personal interviews involve conducting an in-depth, personal interview with the Applicant/Subject's co-workers and/or employers. Provider will obtain record information pertaining to the Applicant/Subject's dates of employment, position held, eligibility for rehire and reason for leaving. Personal interviews will also address information pertaining to the Applicant/Subject's job related responsibilities, performance, technical qualifications, etc.

Character Reference- Telephonic

Provider investigative staff will conduct an in-depth telephonic personal interview with listed and/or developed social references. (**Developed references are those defined as individuals not listed on the case papers, application and/or personal history statement**) Current spouses and/or former spouses may be included per client request.



IDS
Information
Discovery
Services

“Your Partner in Risk Mitigation.”

Neighborhood Check- Personal

If the Applicant/Subject rented or leased the residence, record verification will be obtained and provided in the Report. If personal coverage is desired, investigative staff will conduct in-person, personal interviews with either direct neighbors or persons in close vicinity of Applicant/Subject's residence.

Record Testimonies

In person review or retrieval of subject/applicant's rental or employment records, to include military record review and civil court records (per record).

County Criminal History Check

Provider will conduct an in person search and examination of County and State District criminal courts and records through the courthouse(s) and/or law enforcement agencies maintaining jurisdiction in the county(ies) of Applicant/Subject's residence(s) going back seven (7) years. Searches will be conducted using the current name and DOB listed on the application and/or release of information provided by the client. ** Additional pass through fees may apply, and are not included in pricing.*

Credit Report

Provider will provide a copy of the Subject/Applicant's credit history (for employment purposes) via our national credit bureau database.



IDS
Information
Discovery
Services

"Your Partner in Risk Mitigation."

Education Record

Provider will verify the Applicant/Subject's highest degree. Contact is made by Provider investigative staff directly to the Institution's Registrar or Student Record Office. Provider investigative staff will report the name of the institution, dates of attendance, dates of graduation (if any), degree obtained (if any) and field of study (when applicable).

Bankruptcy Record

Searches of federal bankruptcy filings, including Chapter 7, 11 and 13 bankruptcies.

Commercial Pre-Screen Package:

- **Credit History**
- **Local Agency Check(s)**

Comprised of County Criminal Checks and Credit History. IDS will conduct an in person search and examination of County and State District criminal courts and records through the courthouse(s) and/or law enforcement agencies maintaining jurisdiction in the county(ies) of Applicant/Subject's residence(s) going back five (7) years. Searches will be conducted using the current name and DOB listed on the application and/or release of information provided by the client. In addition, IDS will provide a copy of the applicant/subject's credit history (for employment purposes), via Provider's national credit bureau database. ** Additional pass through fees may apply, and are not included in pricing.*



IDS
Information
Discovery
Services

"Your Partner in Risk Mitigation."

Labor Categories:

Field Investigator

Provides investigative services and support; performs security and suitability background investigations and re-investigations, and administrative on site verification and validation of applicant/subject provided information.

Resumes may be provided upon request.



Information for Ordering Activities/Terms and Conditions

1. See Table of Unit Pricing at the end of this price list.
2. Maximum order for 595-27: \$1M (Orders may exceed this amount; as a MAS negotiation breakpoint only)
3. Minimum order \$100.00
4. Geographic Coverage (delivery area). All geographic areas within CONUS.
5. Points of Production. As negotiated in order.
6. Discount from List Prices or Statement of Net Price. For further possible discounting through the packaging of multiple items and/or based on volume and frequency of work performed, federal customers should contact the contractor. Any consideration for additional discounts or concessions above the listed government prices can only be done on a case by case basis.
7. Quantity Discounts. Volume Discounts offered on 595-27 services, as noted within the price schedule.
8. Prompt Payment Terms. As noted within the price schedule. Does not apply to purchases using the government commercial credit card.
- 9a. Government Commercial Credit Card. Accepted up to micro purchase threshold.
- 9b. Government Commercial Credit Card. Accepted over the micro purchase threshold.
10. Foreign Items. Not applicable
- 11a. Time of Delivery. 30 Days ARO or as agreed upon with ordering activity.
- 11b. Expedited Delivery. Items available for expedited delivery are negotiated on a case by case basis.



IDS
Information
Discovery
Services

"Your Partner in Risk Mitigation."

12. Customized Services. Contact IDS contract administrator for discussions. Prices may be adjusted through available schedule labor hours and item prices.

13. Performance Based Statement of Work. Unit pricing will be used as the basis for applying any positive or negative incentive factors or percentages.

14. Canceled or Discontinued Services. A schedule of delivery points and prices applicable for cancelled/discontinued investigations will be negotiated with each agency.

15. F.O.B. Point. DESTINATION CONUS

16. Ordering Address. Information Discovery Services
3014 SE Loop 820
Ft. Worth, TX 76140

17. Payment Address: Mail: Information Discovery Services
3014 SE Loop 820
Ft. Worth, TX 76140

18. Electronic Payment: Independent Bank of Texas
P.O. Box 167099
Irving, TX 75016-7099

Account number available upon request.

19. Warranty Provision. Commercial Warranty. Seller warrants that; 1) the services provided under the terms of the contract shall be performed with that degree of skill and judgment normally exercised by recognized professional firms performing services of the same or substantially similar nature. All services will conform to applicable specifications, drawings, and standards of quality and performance. In the event of any breach of the foregoing warranties, Seller shall, at its own expense, at election of the client either: (1) re-perform the non-conforming services and/or correct the non-conforming goods to



conform to this standard; or (2) refund to customer the portion of the amounts received by Seller attributable to the non-conforming services. All warranties of Seller shall inure to the benefit of both the client and client's customers. The foregoing warranties shall survive any delivery, inspection, acceptance or payment by the client.

The warranty and remedies set forth above are exclusive and in lieu of all other warranties and remedies, express or implied, in law or in fact, including the warranties or merchantability and fitness for a particular purpose. The warranties contained herein set forth the customer's sole and exclusive remedy in the event of a defect in performance or materials.

20. Export Packing Charges. Not applicable

21. Terms and Conditions for other services (if applicable). If authorized by the ordering agency for the accomplishment of any work under this contract, other direct costs, travel and related expenses are reimbursable. Such costs are subject to the following: Costs for transportation and per diem (lodging, meals, and incidental expenses) will be in accordance with the regulatory implementation of FAR 31.205-46, Travel Costs (Per Diem), approved cost accounting system policies and procedures and Public Law 99-234.

22. EXCEPTIONS TO SOLICITATION: Information Discovery Services, LLC does not take any exceptions to any of the terms and conditions of Solicitation 2FYP-AR-060004-B Refresh 23.

23. INDUSTRIAL FUNDING FEE (IFF): Information Discovery Services, LLC understands the application of the IFF (as outlined in Clause 552.238-74 Industrial Funding Fee and Sales Reporting (Jul 2003) and understands how it will be included in the total contract sales.

24. IDENTIFICATION OF THE MOST FAVORED CUSTOMER (MFC): Information Discovery Services, LLC has identified and agrees that their Most Favored Customer is - "Commercial Customers."

25. ECONOMIC PRICE ADJUSTMENT CLAUSE(S) APPLICABLE:I

The following Price Adjustment is for services awarded that are subject to area prevailing wage determinations.



IDS
Information
Discovery
Services

"Your Partner in Risk Mitigation."

(52.222-43, Fair Labor Standards Act and Service Contract Act Price Adjustment (Multiple Year and Option Contracts))

X The following Economic Price Adjustment is for products and/or services awarded based on a Commercial Catalog Price. (GSAR 552.216-70) (SEP 1999) (ALTERNATE I-SEP 1999)

I The following Economic Price Adjustment is for products and/or services awarded NOT based on a Commercial Catalog Price, but instead based on Market Pricing. (I-FSS-969) (JAN 2002)

26. PRICE REDUCTION CLAUSE: 552.238-75 (MAY 2004)

The Most Favored Customer(s) or class of customer is identified as "Commercial Customers." The Contracting Officer and the Offeror agree that (1) "Commercial Customers" will be the basis of award, and (2) the Government's price or discount relationship to the identified customer (or class of customers) shall be maintained throughout the contract period. Any change in the Contractor's commercial pricing or discount arrangement applicable to the identified customer (or category of customers) which disturbs this relationship shall constitute a price reduction. **Price Reduction Clause is NOT APPLICABLE when the MFC is Federal Customers.**

27. GOVERNMENT CREDIT CARD: As stipulated by Clause 552.232-77 Payment by Government Commercial Purchase Card (Mar 2000) (Alternate I—Mar 2000), Information Discovery Services, LLC will accept the Government wide Commercial purchase card for purchases equal to or less than the micro-purchase threshold. Information Discovery Services, LLC X agrees EH does not agree to accept purchase cards above the micro-purchase threshold as well.

28. INAPPROPRIATE USE: Information Discovery Services, LLC understands that this contract shall only be used for the products and services awarded in this contract and that inappropriate use of the contract for uses other than as awarded may subject them to penalties provided by statute and regulation.

29. TRADE AGREEMENTS: Information Discovery Services, LLC agrees to comply with clause 552.225-5 TRADE AGREEMENTS (JAN 2006)

30. E-VERIFY COMPLIANCE: Information Discovery Services, LLC agrees to comply with clause 52.222-54, Employment Eligibility Verification (Jan 2009). Federal contractors and subcontractors are required to begin using the U.S. Citizenship and Immigration Services' E-Verify system to verify their employees' eligibility to legally work in the United States.

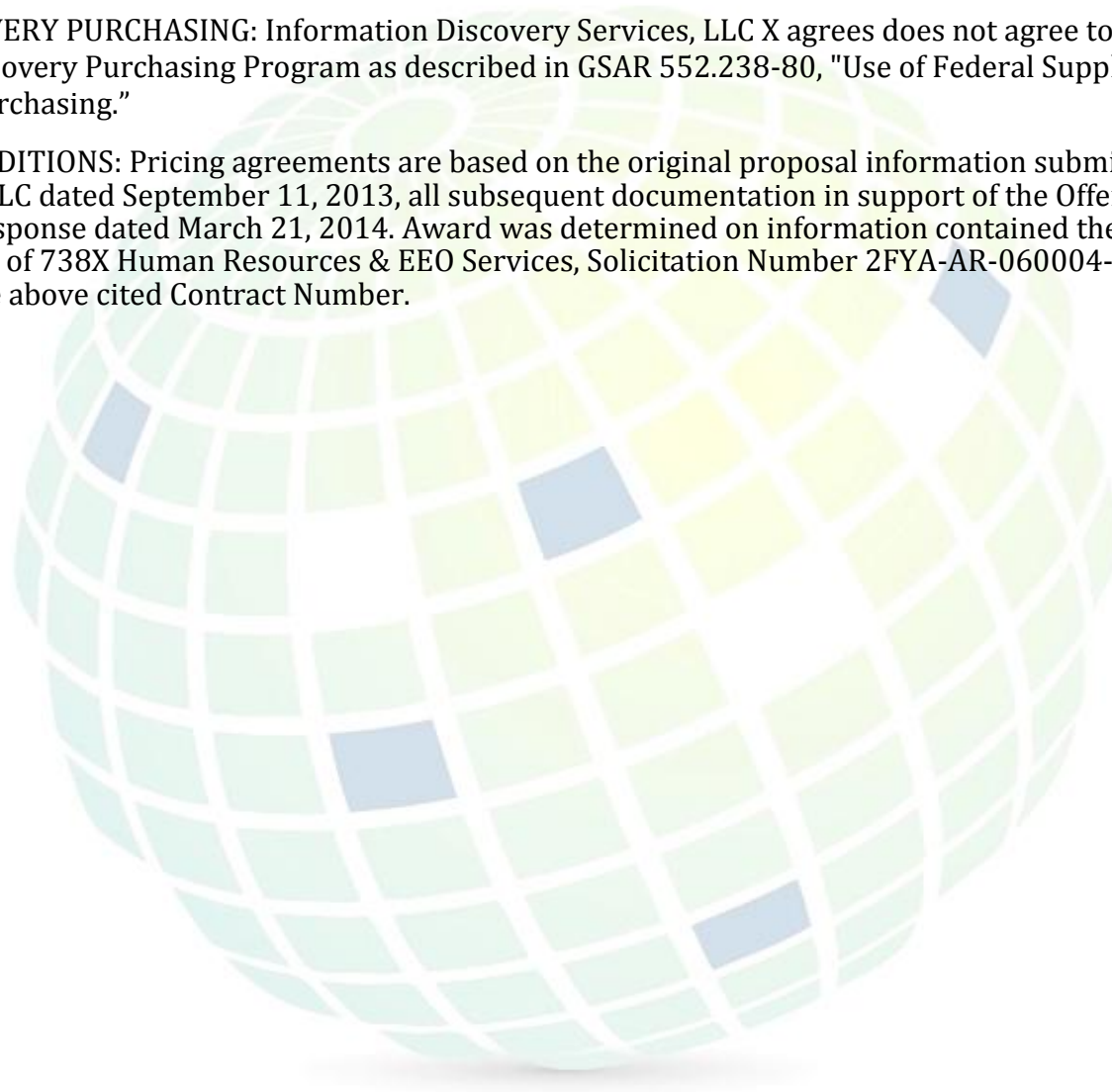


IDS
Information
Discovery
Services

"Your Partner in Risk Mitigation."

31. **DISASTER RECOVERY PURCHASING:** Information Discovery Services, LLC X agrees does not agree to voluntarily participate in the Recovery Purchasing Program as described in GSAR 552.238-80, "Use of Federal Supply Contracts by Certain Entities-Recovery Purchasing."

32. **TERMS AND CONDITIONS:** Pricing agreements are based on the original proposal information submitted by Information Discovery Services, LLC dated September 11, 2013, all subsequent documentation in support of the Offer and the Final Proposal Revision response dated March 21, 2014. Award was determined on information contained thereof. The clauses, terms and conditions of 738X Human Resources & EEO Services, Solicitation Number 2FYA-AR-060004-B are hereby incorporated into the above cited Contract Number.





IDS
Information
Discovery
Services

"Your Partner in Risk Mitigation."

GSA Price List: Information Discovery Services, Inc.'s Commercial Practice incorporates a 1%EPA to pricing.

SIN	SERVICES	GSA RATE 2014	GSA Rate 2015	GSA RATE 2016	GSA RATE 2017	GSA RATE 2018
595-27	Personal Testimony	\$158.05	159.63	161.23	162.84	164.47
595-27	Record Testimony	\$158.05	159.63	161.23	162.84	164.47
595-27	Site Visit	\$161.98	\$163.59	165.23	166.88	168.55
595-27	Commercial Pre-Screen Package credit history & county criminal checks	\$95.72	\$96.67	97.64	98.61	99.60
595-27	Applicant/Subject Interview	\$404.80	\$408.85	\$412.94	\$417.07	\$421.24
595-27	Employment Verification- Personal (Source & Record)	\$202.40	\$204.60	\$206.65	\$209.32	\$212.25
595-27	Neighborhood Check- Personal (Source & Record, when applicable)	\$177.10	\$178.87	\$180.66	\$182.46	\$184.28



IDS
Information
Discovery
Services

"Your Partner in Risk Mitigation."

595-27	Commercial Pre-Screen Package credit history & county criminal checks (7 yrs)	\$95.72	\$96.67	97.64	98.61	99.60
595-27	County Criminal Check- up to 3 per case (each add'l \$20.00)	\$35.42	\$35.77	\$36.12	\$36.48	\$36.84
595-27	Credit Check	\$10.12	\$10.22	\$10.32	\$10.42	\$10.52
595-27	Employment Verification- Telephonic (Source & Record)	\$78.94	\$79.73	\$80.53	\$81.34	\$82.15
595-27	Character Reference- Telephonic	\$49.50	\$50.00	\$50.50	\$60.00	\$60.60
595-27	Education Record	\$11.13	\$11.24	\$11.35	\$11.46	\$11.57
595-27	Bankruptcy Record	\$10.12	\$10.22	\$10.32	\$10.42	\$10.52

SIN	LABOR CATAGORIES	HOURLY	HOURLY	HOURLY	HOURLY	HOURLY
595-27	Field Investigator hourly rate, excludes travel costs	\$75.62	\$76.37	77.13	77.91	78.68

Volume/Quantity Discounts:

1% off for single orders \$50,000-\$99,000
 Additional 2% off for single orders \$100,000-\$499,999
 Additional 3% off for single order over \$500,000
 Prompt Payment – Net 10 Days 1%, Net 20 Days .5%
 Net 30 Days Std. Gov't Terms



IDS
Information
Discovery
Services

"Your Partner in Risk Mitigation."

Contact Us:

Information Discovery Services (IDS)

Regan Starkey, Vice President

3014 SE Loop 820, Fort Worth, TX 76140

Phone: 817-551-3898, Fax: 817-551-3884

www.informationdiscovery.net

GSA Schedule 738X –GS-02F-094BA

DUNS: 078285654

CAGE CODE: 6PWT5

NAICS: 561611, 541611, 611430, 524298, 922190